



**CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
HEADQUARTERS GROUP VII, OHIO WING
PSC BOX 10367, WRIGHT-PATTERSON AFB, OH 45433-5361**

5 January 2001

MEMORANDUM FOR GROUP VII MEMBERS

FROM: CC

SUBJECT: Requesting Funds or Reimbursement from Group VII (CC-022)

1. Project officers for Group VII activities who wish to make purchases, or receive reimbursement for the activity must make the request on the GP VII Form 6. This form is available from the Group VII finance officer. Group VII staff members, to include the Cadet Advisory Council, must also use this form when requesting any funds or reimbursement, to include postage.
2. Once the form is completed, please forward it to the group finance officer. Approval level is dependent on the amount requested. The group finance officer may approve all requests up to \$50. The group commander can approve requests up to \$100. The group Finance Committee must approve requests over \$100. Failure to submit this form could result in denial of funds or reimbursement.


MICHAEL K. HOOD, Lt Col, CAP
Commander